



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ART PREPARATOR	30	C	9.446

#### DEFINITION OF THE CLASS:

Under general supervision, constructs, operates and maintains equipment used in the Art Department, prepares art material, maintains art works and art material and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Installs, operates and maintains gas-fired, wood-fired and electric kilns used in class and field ceramic and sculpture projects by consulting with kiln designers for proper installation; firing kilns requiring proficiency in loading unfired greenware and controlling and elevating interior temperatures from 1,400° to 2,350°; and maintaining kilns by cleaning, repairing and adjusting for optimum efficiency. Constructs speciality kilns such as raku, burn-out and wood-fired by fabricating brick and masonry structures; adapting structures to the required firing agency (propane, natural gas, wood) and ensuring that the kilns operate within safety limits.

Operates and maintains clay processing equipment by mixing and preparing clay bodies for use in ceramic and sculpture classes. Mixes controlled amounts of liquid and various clay bodies using pug mills, mixers and slip casting machines; maintains safety standards and limits; and supervises work study students engaged in clay preparation, loading and unloading kiln and general housekeeping tasks. Purchases, stores and handles clay, chemicals, glazes, sand and related tools and supplies. Purchases and maintains power equipment (saws, sanders, drills), welding equipment and metal casting equipment in support of the sculpture programs.

Provides instruction to students in ceramics, sculpture, drawing, painting and art education as a stand-in instructor and regularly demonstrates traditional pottery/wheel throwing techniques.

Performs curatorial duties by installing and dismantling exhibits; packing and unpacking artworks; checking for damage; making minor repairs and renovation to exhibit display fixtures; and observing security precautions while storing art works, equipment and supplies.

Assists staff during special events, programs, and exhibits by presenting public demonstrations of art activities such as clay building and kiln firing; and assists regional arts societies in the construction and firing of on-site kilns.

Performs routine inspections of art facilities to identify safety hazards, house keeping problems and needed repairs and initiates steps to correct the problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of the operation and maintenance of gas and electric fired kilns. Thorough knowledge of the methods, materials and equipment used to mix and fire clay bodies. Working knowledge of the special techniques used in handling art materials, tools and equipment. Working knowledge of agency purchasing procedures. Working knowledge of the methods of packing and storing art work and supplies. Working knowledge of the operation and maintenance of wood and metal shop hand and power tools. Working knowledge of art exhibit preparation and installation.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to repair furnishings and fixtures associated with exhibits and displays. Ability to perform public and classroom demonstrations. Ability to perform classroom instruction. Ability to construct brick and masonry kiln structures.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of contemporary art. Working knowledge of modern principles and techniques of operating and maintaining gas and electric fired kilns. General knowledge of materials, tools and equipment used in art instruction. Working knowledge of the physical and chemical properties of clay mixing materials. Working knowledge of the safety standards that apply to clay mixing, kiln firing and metal sculpture equipment. General knowledge of masonry as it applies to kiln structures.

Ability to detect general housekeeping, maintenance and safety problems in a public building. Ability to effectively communicate with co-workers/students and the general public. Ability to read and comprehend written instructions, drawings and maintenance manuals. Ability to speak about methodologies related to art and modern art related materials and equipment.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent and three years of experience preparing clay bodies and operating and maintaining gas-fired and electric fired kilns, one year of which was in an academic setting.

II

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.446</u>
REVISED:	7/1/64
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